

## **780 KAR 6:070. Records and reports.**

RELATES TO: KRS 151B.035, 151B.045

STATUTORY AUTHORITY: KRS 151B.035

NECESSITY, FUNCTION, AND CONFORMITY: KRS 151B.035 requires the executive director of the Office of Career and Technical Education to promulgate comprehensive administrative regulations consistent with the provisions of KRS 151B.035. KRS 151B.045(2)(a) requires that an official personnel file be kept for each employee. This administrative regulation establishes the requirements relating to records and reports for unclassified employees of the Office of Career and Technical Education.

Section 1. Records. (1) The personnel action forms required by the Personnel Cabinet shall be used to report personnel actions and status changes. The appointing authority or his designee shall provide a copy of a personnel action form to the employee affected by the action.

(2) The appointing authority or his designee shall maintain a leave record for each employee reflecting:

- (a) Annual leave earned, used and unused;
- (b) Sick leave earned, used and unused;
- (c) Compensatory leave earned, used and unused; and
- (d) Special leave or any other leave with or without pay.

(3) The record shall contain documentary evidence to support and justify authorized leave of absence with pay.

(4) Leave balances reported to the executive director of the Office of Career and Technical Education shall contain the official leave balances of the employee.

(5) The executive director of the Office of Career and Technical Education shall prepare and maintain a record of all employees showing for each employee his name, address, title of position, salary rate, changes in status, transfer, sick leave, annual leave, and compensatory leave.

Section 2. Reports. The executive director of the Office of Career and Technical Education shall be responsible for providing raw data for the generation of all federal and state reports including the reporting of equal employment opportunity and affirmative action. (17 Ky.R. 1285; eff. 12-9-1990, 35 Ky.R. 1896; 2249; eff. 5-1-2009; Crt eff. 11-16-2018.)